



CITY OF HOUSTON

Job Posting

Applications accepted from: ALL PERSONS INTERESTED

Job Classification LIBRARIAN III
Posting Number PN# 103187
Department Library Department
Division Central Services
Section Humanities Department *
Reporting Location 500 McKinney
Workdays & Hours Rotating Schedule*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Directs and monitors the daily operations of the unit. Supervises staff including selection, training, scheduling, and performance evaluation. Functions as a senior reference librarian, providing reference information and readers' advisory service to customers in person, by phone, and by electronic means. Furnishes information on library services, activities, facilities, policies and programs. Instructs customers in the use of the library's catalog, Internet, and electronic resources. Recommends systems and procedures to improve organization and use of materials in the department and to improve the department's collection and services. Participates in professional organizations, committees, attends meetings and conferences and maintains knowledge of current developments in the library field. Participates in special programs and projects. Responsible for overall operation of the department in the absence of the Unit Manager. Performs other tasks essential to efficient library operation. Requires evening and weekend (Saturday and Sunday) shift work.

WORKING CONDITIONS

Must be able to communicate effectively orally and in writing. Must be able to use a computer to input/access information. Position requires stooping, bending, and light lifting up to 20 pounds. Must be able to move freely throughout the library to file/retrieve library materials

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Master's of Library Science degree from a school accredited by American Library Association (ALA).

MINIMUM EXPERIENCE REQUIREMENTS

Three (3) years of professional library experience including one (1) year of management experience.

MINIMUM LICENSE REQUIREMENTS

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

Fluency in Spanish a plus. Familiarity with HTML a plus. Current computer skills including Microsoft Windows and Microsoft Office (Word, Excel, Access).

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 23
\$1347 - \$1856 Biweekly \$35,022 - \$48,256 Annually

OPENING DATE February 23, 2005

CLOSING DATE Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. TDD Phone Number 713-837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An Equal Opportunity Employer